

USAID's CBP Important Request for Application (RFA) Guidance

USAID's CBP believes that learning from our grants program management allows us to apply best practices and put forward better and more robust processes and procedures. Therefore, the following is a list of recommendations for future grantees to take into consideration as we prepare to issue Grant Round 3 Request for Applications (GR3 RFA). We compiled this information from GR1 and GR2 RFA (Letter of Interest-LOI and Full Application-FA) processes, which include both technical and administrative aspects.

RFA Administration/Procedures

1. We recommend that you read the RFA completely and follow all instructions on the required procedures. For example, if we ask you to include an implementation schedule and budget notes/narratives, you **MUST** provide them as requested.
2. Please pay special attention to the Questions submission date so you do not miss the deadline for submitting key questions. Also note that the Answers to the Questions will be posted for everyone to view; therefore, the questions should not be grantee-specific.
3. Please submit questions on time and read the Questions and Answers posted carefully to obtain any additional information that will help you prepare your LOIs and FAs.
4. Please submit your LOIs and FAs on time (date and time). We will not accept any late applications, even if they are one minute late, five hours late, or a day late. In addition, once the deadline has passed, we will not accept any additional materials to be added to the applications that were submitted on time. All submissions must come in at the same time and within the date/time stated in the RFA in order to be considered for review.
5. Please do not exceed the page limit, margins, or the Times New Roman size 11 font as stated in the RFA. Please note that when you convert to PDF, the margins, font, and size must be maintained.
6. Please do not exceed the budget ceilings stipulated for US-based NGOs and Non-US-based NGOs.
7. Please do not change the budget formats provided by USAID's CBP. For the LOI stage, please only use the template provided in the RFA. For the FA stage, CBP will provide a separate template in Excel and all budgets are expected to be completed and submitted in this format.
8. Please complete LOIs and FAs cover pages, which include a certification section where you will need to sign and date.
9. Please note that the point of contact for USAID's CBP grants program is the Grants Specialist (GS). You should only communicate with the GS during the RFA phase.

Technical Information

1. Please address the technical section of the RFA in clear and concise terms. The RFA's technical section is based on lessons-learned from CBP13, GR1, GR2, and input from our Technical Advisory Group (TAG). It is developed to have strategic focus on the technical direction of USAID's CBP and to assist you to address them in your proposals.

2. First and foremost, the grant applications must focus on the USAID's CBP technical components and the corresponding objectives. In addition, the USAID's CBP performance indicators are provided for you to address in the proposal. If you wish to provide customized and additional indicators, you may propose them but they must be aligned with USAID's CBP technical components and the corresponding objectives.
3. If you implemented a USAID's CBP-funded grants project during the 2013-2018 implementation period or are currently implementing a project, provide a clear link from the previously implemented grants and how lessons-learned from those will be applied to the current proposal. Simply stating that you have implemented a CBP-project is not enough. There must be a clear link and strategy on applying lessons-learned and best practices.
4. Please provide a clear gender integration plan for the project. Gender integration must address the full implications for males and females for the proposed project activities. You should include a strategy on how both women and men's concerns and experiences will be taken into consideration when you plan out your project. Look carefully at monitoring and evaluations as a critical part of your project's planning and implementation and the benefits to both genders (there should be equal benefits for women and men and nothing you do will promote inequality between women and men). You can also address that you will protect women's human rights and eliminate discrimination aimed at women in particular with the ultimate goal of achieving gender equality and equity.
5. Please explain clearly and show evidence that your project has the potential for sustainability, and has scalable qualities that can be replicated in other projects. Scalability is the ability of a program to scale, which is a way to handle growth by adding resources with an understanding that you can increase your program if you can add more resources. Applicants may replicate an activity that has proven to be successful and cost effective in previous USAID's CBP or other donor-funded projects and propose to scale them up. When proposing sustainability, the applicants may propose to work with multiple stakeholders (governments, NGOs, private sector, other donors) to encourage sustainable impacts that will ensure that services continue after USAID's CBP funding has ended. Demonstrate a clear plan for long-term implementation of project activities.
6. We encourage partnerships between U.S.-based NGOs and Non-U.S NGOs to maximize resources and build local capacity for self-reliance and sustainability.